

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130017-5 DDS/OL/BFB-4

CONTROL NO.

## REPORTS INVENTORY

See Above

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Status of Property Requisitioning Authorization and Amount of Property Funds Available for Allotment to OL

2. TYPE OF REPORT

☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

11

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

4

7. FORMAT (memorandum, form computer print-out, etc)

Financial/Statistical

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Internal Directive

10. PREPARING COMPONENT (include lowest level contributing information to report)

Budget and Fiscal Branch, EO/OL

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  
3 Feeder Reports: 1. Property Authorization by Allotment Number; 2. Program Status; 3. Obligation Status

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-09	5.86		6		35.16		12		421.92
GS-07	4.80		1.5		7.20		12		86.40
GS-14	10.39		1		10.39		12		124.68
Financial briefing of D/L and EO by B&F Officer:									
GS-18	17.07		.5		8.53		12		102.36
GS-16	13.19		.5		6.60		12		79.20
GS-14	10.39		.5		5.19		12		62.28

## B. COSTS OF COMPUTER PRODUCED REPORTS

Not Applicable									

TOTAL COSTS PER YEAR

876.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Tool of OL top management in administering the allotment of funds for the Agency Property Procurement Account. This report was initially prepared by OL/EO/B&F and accepted by the D/L in 1967.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

MAN-HOURS

DOLLARS

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25X1

16. DATE OF INVENTORY

17. NAME AND

ION

18. EXTENSION

17 Sept. 1970

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Chief, B&amp;F/EO/OL

FORM 112

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